

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Higher Education

Project Name	<u>General Qualifications for Prequalification List of Professional Services - 330, Part II</u>	Response Deadline	<u>12/21/18</u>	<u>1:00 p.m. local time</u>
Project Location	<u>Columbus &amp; Regional Campuses</u>	Project Number	<u>CTI-190002</u>	
City / County	<u>Varies / Varies</u>	Project Manager	<u>Douglas E. Wright</u>	
Owner	<u>Columbus State Community College</u>	Contracting Authority	<u>Local Higher Education</u>	
Delivery Method	<u>N/A</u>	Prevailing Wages	<u>State</u>	
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested (PDF)	<u>1</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Douglas E. Wright, Program Coordinator, at Columbus State Community College, Facilities Planning, Design, and Construction at 385 E. Naghten Street, Columbus, Ohio 43215. See Section D of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Douglas E. Wright, Program Coordinator, at [dwright1@csc.edu](mailto:dwright1@csc.edu) with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

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### Project Overview

#### A. Project Description

The purpose of this request is to solicit firms that are interested in professional service contracts for new construction and renovation projects that commence in calendar year 2019. Columbus State Community College (CSCC) is required to select qualified firms from the Architectural, Engineering and Special Consultant list of pre-qualified professional service firms to provide services for projects that are not advertised through the Ohio Register.

Firms will be evaluated for qualification for specific disciplines and will be placed on one or more of the **"List of Professionals" by discipline**. Interested firms must submit **only Form #F110-330 part II**. There is no guarantee that any firm on the Columbus State Community College "List of Professionals" will be awarded a professional service contract as the result of the firm being on the list. *If a firm has branch offices, complete for each specific branch office seeking work. Limit one page per office.*

The Columbus State Community College initiates projects based on the needs of the College and project requirements. Contracts for projects will be awarded by using the **Qualifications Based Selection (QBS)** process to select a qualified firm from its "List of Professionals". CSCC will short list candidates from the "List of Professionals" and request short listed candidates to submit Statement of Qualifications **Form #F110-330 parts I and II** for specific projects to demonstrate their experience and expertise regarding a proposed team, consultants, approach to the project, and other factors described in the RFQ.

Firms responding to this request must identify office location(s) and discipline(s) of professional services that they seek to be included in "List of Professionals" for contracts awarded through the QBS process. The disciplines requiring professional services to be considered by Columbus State Community College include:

1. Architect
2. Civil Engineer
3. Electrical Engineer
4. Fire Protection Engineer
5. Landscape Architect
6. Mechanical Engineer
7. Commissioning Agent

#### B. Scope of Services

# Architect / Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

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The Columbus State Community College will determine qualification of firms responding to this announcement pursuant to Ohio Revised Code Section 153.69. Those firms considered for a specific project will be requested to identify additional qualifications and availability of personnel, specific consultants, if any, and project approach for final ranking, and selection.

**Project Specific Submittal(s):** As the Columbus State Community College determines the need for design services, it will issue a Request for Qualifications to a minimum of three firms from the **pre-qualified list(s)** indicating the anticipated scope of services, project schedule, budget, location, evaluation criteria for selection and other appropriate information.

Firms will be ranked based on the evaluation criteria for the specific project. This evaluation will be based on their response to the RFQ and conversations to clarify their qualifications.

Firms will be requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

The selected A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner/Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Required Professional Liability Insurance will be per Exhibit A – A/E Terms and Conditions Article 7.2.6.

The Professional Services vary depending upon specific needs of the project. The firm may be required to provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

The selected A/E will be required to sign the standard agreement. No modifications to the requirements in the agreement will be accepted. A sample of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>

During the construction period, the selected firm shall provide on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

### C. Evaluation Criteria for Selection

The Columbus State Community College will approve the firms that will be included on the **pre-qualified "List of Professionals" by Discipline** based on experience, expertise, capacity and resources to meet the anticipated needs for the area(s) of special expertise as indicated in its Statement of Qualifications.

For Project Specific Submittals firms illustrating experience and qualifications in specific disciplines will be further ranked as the College determines the need for services. These criteria may include the following items as well as other pertinent considerations.

- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants specifically related to previous work done at Columbus State Community College and/or other Colleges/Universities in the State of Ohio.
- Relevant past work of prospective firm's proposed consultants compatible with the proposed project.
- Past performance of prospective firm and its proposed consultants compatible with the proposed project.
- Demonstrated success delivering projects in a timely and budget conscious environment under a pre-qualified "List of Professionals" setting
- Previous experience compatible with the proposed project (e.g., type, size, program).
- Qualifications and experience of individuals directly involved with the project.
- Proposer's apparent resources and capacity to meet the needs of the proposed project.

### D. Submittal Instructions

**Response to this Request For Qualifications (RFQ):** Firms must submit a fully completed Part II Statement of Qualifications (SOQ) on the current Form #F110-330 page 23 available via the OFCC website at <http://ofcc.ohio.gov>. Do not modify this form with company logo or embellishments. Cover sheets or introductory letters are neither necessary nor desired. Clearly indicate the applicant's function code(s) and area(s) of discipline or core business as described in Item 9a

and 9b of this RFQ that is intended for the College's evaluation of the SOQ. Include your State of Ohio professional registration/certification number on Section 2a. Sections 10 and 11 are not required.

Electronic submittal should be one PDF file. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner.